

# CS 1301 – Lab 1 - Email & TA Introduction

## Lab 1 –Email & TA Introduction- 50 Points

Due: Friday September 5th, before 11:55 pm

(Emails must be RECEIVED, not sent, by this time, so do not wait until 11:55 to send them. *Note that the TA lab has limited hours, so if you wait until Friday to visit the TA lab you will not be able to get inside. You have been warned!*)

Files to submit:

NONE! Just send the email and get checked off in the TA Lab

Contents:

Part 1 – Course Survival Kit

Part 2 – Email

Part 3 – TA Helpdesk

For Help:

- Email TA's – hey, that's what Part 2 is all about!
- TA Helpdesk – schedule is posted on class website, that's what part 3 is all about!
- OIT for configuration problems with email client

Notes:

1. Do not wait until the last minute to do this assignment in case you run into problems or the TA helpdesk is closed.
2. If you find a significant error in the assignment, let a TA know immediately!
3. OIT is not open on weekends, so keep this in mind if you run into any problems.

## Part 1 – Course Survival Kit

The following software is highly recommended to complete CS 1301. Most of this software will be useful beyond this class as well, and thus you're encouraged to become as familiar as possible with it.

### Adobe Acrobat Reader

All homework files will be distributed via PDF, so if you're reading this file you are probably using Adobe Acrobat already. If you somehow still need it, you can download it for free here at

<http://www.adobe.com/products/acrobat/readstep2.html>

## Email Program

Email is an integral part of life at Georgia Tech, hence there are many ways to access it.

Here are the most popular:

- MyGatech (Zimbra) – Most students use the Zimbra mail service.  
<https://mail.gatech.edu>
- Mozilla Thunderbird – If you want to access your mail via a local client (running on your computer) We recommend you use Mozilla Thunderbird as your primary email client. This is available for Windows, Mac, and Linux here:  
<http://www.mozilla.com/thunderbird/>
- Please see the IMAP configuration info from OIT:  
<http://faq.oit.gatech.edu/content/how-can-i-access-my-gatech-mail-using-imap>

## Part 2 – Email

Hopefully by this point, everyone has already been using their GT email address and knows how to send email. All you need to do for this assignment is send an email to your assigned TA(s) (see the TA Helpdesk page of the website for your TA's email address) from your GT EMAIL ADDRESS including the correct subject line and content. Do not use another email address or you will lose points. **The subject of your email should be [CS1301] Lab 1.** Again, you will lose points for any other subject line! In the body of the email, write a short introduction about yourself. **Be sure to include your name, major, hometown, and an interesting fact about yourself.** (You may use your HW0 writeup if you would like.) You may include any other information you choose. **You also need to configure an email signature.** A typical signature is 3 or 4 lines long with basic contact information about you.

Example:

Sam Asghari  
sam.asghari @ gatech.edu  
CS Undergraduate - Georgia Institute of Technology

## Part 3 – Visit the TA Helpdesk

Go to the class webpage, and navigate to the “Helpdesk” tab. On this tab you will see the schedule for when the helpdesk is open. Also, at the top of the page is a link to both a map to the College of Computing Building as well as a floor-plan of that building showing where the helpdesk is.

You need to go to the helpdesk (earlier rather than later!) and introduce yourself to one of the CS 1301 TA's on duty there. (It can be any CS 1301 TA, it does not have to be your grading TA.)

This makes sure that you know where the helpdesk is located, and gives you the opportunity to meet another TA in person. Also, it will net you 25 points on the assignment, so do it!

That's all for Lab 1!

### **Grading:**

Note about grading: If you do not have all the requirements, you will NOT receive any credit. For example, if the email you send contains all the proper information, but not the correct subject line, you will receive ZERO points for the email portion of the assignment! Each part is all or nothing, so please follow the instructions completely!

25 points – email sent to TA with correct subject, content, and signature

Note: To receive credit, you **must** follow the directions completely and include all requested content in the email. **No partial credit** will be awarded, so you will receive a score of 0 or 25.

25 points - Introduced self to CS 1301 TA and got checked off on the roster.